

# Hazard Control Plan

**Title:** General Office Work and Daily Operations

**Identifying Number:** P-FM-HCP-001-2001.0

**Initial Risk Estimate:** Medium

**Work Permits:** N/A

**Residual Risk:** Minimal

**Document Reviewed & Revised By:** Walter Atencio/ES&H Generalist  
Name/Title

**Organization:** P-FM

**Document Reviewed by:** Stephanie Archuleta / FMU 77 ES&H Team Leader 4/19/2001  
Reviewer Name/Title Date

**Document Reviewed by:** Walter Atencio 4-18-2001  
Reviewer Name/Title Date

**Work Authorization:**

David Riker/Facility Manager

Name/Title

Signature

Date

**Periodic Review Schedule:** Every 3 years or as modification is necessary through feedback or activity change.

# HAZARD CONTROL PLAN

**SCOPE:** This Hazard Control Plan applies to P-FM personnel performing work within the Laboratory. This includes work by P-FM workers in office settings and general work activities throughout FMU 77 and the Laboratory.

**DESCRIPTION OF OPERATION:** The following general activities make up much of the day to day work performed by P-FM workers: review, prioritize, and track correspondence; compose, prepare, and edit non-routing correspondence and/or reports; manage calendars; plan, coordinate and implement arrangements for meetings; assist with special projects; make both foreign and domestic travel arrangements; prepare viewgraphs; organize and maintain office filing systems; handle personnel matters; perform budget analysis, plan, schedule and document facility work, inspect facilities, and verify work.

**MATERIAL AND EQUIPMENT:** Equipment normally used to perform these functions include: computers, FAX and copy machines, typewriters, shredders, paper cutters, and binding machines. Additional equipment used, which is incidental to the work, includes space heaters, coffeepots, microwave ovens, etc. Office furnishings include desks, chairs, file cabinets, file drawers, shelves, storage cabinets, etc. Government and personal vehicles may also be used to perform necessary functions.

## LANL AND REGULATORY REQUIREMENTS:

Occupational Safety and Health Administration (OSHA)  
Ergonomics LIR 402-870-01.0  
Safe Work Practices LIR 300-00-01.0  
AM 626 Smoking Policy  
Chemical Management LIR 402-510-01.0

## FACILITY SPECIFIC REQUIREMENTS: N/A

**EMERGENCY ACTIONS:** Staff should be familiar with emergency signals, procedures, and emergency equipment (pull box, etc.) location and usage in the building. Emergency numbers should be prominently posted. Employees should be knowledgeable of muster areas designated for their organization following evacuations. Call 911 for immediate crisis/fire/medical assistance. *"In the event of an emergency, remember that your first responsibility is for your own safety. Do not try to perform any shutdown procedures if it would mean compromising your safety."*

**WASTES PRODUCED:** Used toner cartridges, paper, batteries and other materials for recycle. Copies of Material Safety Data Sheets are readily available online at <http://www.esh.lanl.gov/~esh5>

## WORK ACTIVITIES/HAZARDS/CONTROLS:

Activity	Hazard	Control
Use of walking/working surfaces both outdoors and indoors including steps	<b>Slipping/Falling</b> <ul style="list-style-type: none"> <li>➤ Slippery, icy or uneven walking surfaces</li> <li>➤ Obstacles</li> <li>➤ Presence of ice or snow</li> <li>➤ Inappropriate footwear</li> <li>➤ Poor housekeeping</li> <li>➤ Inattention</li> </ul>	<ul style="list-style-type: none"> <li>• Walk, do not run in offices, hallways, sidewalks, or parking lots.</li> <li>• Wear proper footwear with slip-resistant heels; avoid wearing broken heels or soles.</li> <li>• Wear appropriate footwear on ice and snow (e.g. snow-boots)</li> <li>• When using stairs, hold onto the handrail. Climb one stair at a time.</li> <li>• Clean up spills immediately or mark the area and notify appropriate personnel.</li> <li>• Keep walkways and aisles clear and clean.</li> <li>• Slow down when approaching blind corners.</li> <li>• Avoid carrying a load that obstructs your vision.</li> </ul>
Computer terminal use	<ul style="list-style-type: none"> <li>➤ Intensive work activities or poorly positioned or unadjusted furniture may result in repetitive trauma injuries.</li> </ul>	<p>Work Surface</p> <ul style="list-style-type: none"> <li>• have an adjustable surface or keyboard height.</li> <li>• include a wrist rest or other means to prevent your wrists from resting on a hard or sharp surface, and</li> <li>• leave enough room to allow your legs to move freely</li> </ul> <p>Keyboard</p> <ul style="list-style-type: none"> <li>• be thin and detachable and,</li> <li>• be positioned low enough to keep wrists straight, shoulder relaxed, and elbows between 90° and 120°</li> </ul> <p>Mouse or trackball</p> <ul style="list-style-type: none"> <li>• be within easy reach and the same height as the keyboard</li> </ul> <p>Monitor</p> <ul style="list-style-type: none"> <li>• be positioned so that the top of the screen is slightly below eye level, for a viewing angle of about 30°;</li> <li>• be directly in front of keyboard;</li> <li>• be used in an area with adequate lighting;</li> <li>• be placed perpendicular to windows and/or major light sources so that light strikes neither the screen nor your eyes;</li> <li>• be placed parallel to and between overhead lights; and</li> <li>• have glare screens and user-adjustable blinds, if necessary.</li> </ul> <p>Chair</p> <ul style="list-style-type: none"> <li>• have adjustable back support that presses firmly against your lower back, and</li> <li>• have easily adjustable seat height.</li> </ul>

Activity	Hazard	Control
Computer terminal use (continued)	➤ Intensive work activities or poorly positioned or unadjusted furniture may result in repetitive trauma injuries.	<p>Copy holder</p> <ul style="list-style-type: none"> <li>• be adjustable,</li> <li>• be on the same plane as the screen,</li> <li>• be right next to the screen or between the keyboard and the monitor.</li> <li>• Take breaks every hour or so, stand up and move around to restore circulation, stretch your muscles and rest your eyes.</li> <li>• If possible, alternate activities so that work at the computer terminal is not done in continual long time blocks. Perform other functions such as filing.</li> <li>• Use a well-designed chair that is adjustable and allows shifting of body position.</li> <li>• The chair and/or keyboard and mouse pad should be adjusted so the forearms and thighs are horizontal. Feet should be flat on the floor. A foot rest or wrist rest may be needed to provide support.</li> <li>• The monitor should be eye level and a copy stand should be used to keep the work at the same height as the monitor. Adjust monitor to avoid glare on the screen from lights, windows, etc.</li> </ul>
Material handling, filling, and use of office furnishings.	➤ Improper storage of materials and office design	<ul style="list-style-type: none"> <li>• Store heavy material in the bottom drawers of cabinets.</li> <li>• Do not use the tops of tall cabinets to store heavy objects.</li> <li>• Open file cabinet and desk drawers one at a time and then close them when the work is finished.</li> <li>• Cabinets, bookcases, and shelves are secured to building surfaces to prevent their falling over.</li> <li>• Faulty desks, chairs, or other office equipment are repaired or taken out of service.</li> </ul>
	➤ Pinch points, smashing fingers, and falling	<ul style="list-style-type: none"> <li>• Open file cabinet and desk drawers one at a time and then close them when the work is finished.</li> <li>• Open &amp; close file cabinet and desk drawers slowly .</li> <li>• Never climb shelves to reach higher places.</li> </ul>
	<p><b>Falling Objects</b></p> <p>➤ Placing/removing objects or material on elevated shelves or surfaces</p>	<ul style="list-style-type: none"> <li>• Use step stools or ladders - not swivel chairs or other office furniture.</li> <li>• Observe the following precautions when using ladders or step stools: <ul style="list-style-type: none"> <li>- Face forward on the ladder when going up or down.</li> <li>- Move the ladder or stepstool instead of overreaching.</li> </ul> </li> </ul>

## WORK ACTIVITIES/HAZARDS/CONTROLS:

Activity	Hazard	Control
Material handling, filling, and use of office furnishings. (Con't)	➤ Lifting heavy objects	<ul style="list-style-type: none"> <li>• Use dollies and hand trucks for moving heavy materials. Make arrangements with JCNNM to move furniture and other heavy objects.</li> <li>• Use proper lifting techniques:               <ul style="list-style-type: none"> <li>– Use good judgement when gauging the weight you can lift, and stay within your limits. Do not lift bulky materials or those weighing more than 30 pounds without someone's assistance or the use of a mechanical lifting device.</li> <li>– Space your feet apart for good balance, and position yourself close to the object you are lifting.</li> <li>– Keep your spine straight as you squat or kneel next to the object you are lifting.</li> <li>– Bend your knees and flex your legs as you lift, using them to do most of the work, and keep the objects close to your body.</li> </ul> </li> </ul>
Use of consumer products	➤ Improper use of chemicals such as correction fluid, computer cleaning products, marker board cleaner, etc.	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly before eating, drinking, or smoking; or applying make-up, lipstick, or lip balm</li> <li>• Do not mix cleaning chemicals together</li> <li>• Office chemicals should be used only in areas where there is adequate ventilation to remove any vapors.</li> <li>• Workers must read and be familiar with directions, warnings, safety information on labels, and dispose of the material appropriately.               <ul style="list-style-type: none"> <li>• Immediately replace any manufacturer's labels that have been removed or defaced. Refer to the Chemical Management LIR 402-510-01.0 for additional labeling requirements.</li> <li>• MSDs are available from the manufacturer or online at <a href="http://www.esh.lanl.gov/~esh5/">http://www.esh.lanl.gov/~esh5/</a></li> <li>• Non-routine tasks involving chemicals should be reviewed by a member of the ESH team prior to starting work.</li> <li>• Consumer products are tracked by ACIS when a component is regulated as follows: a component makes the product or container a hazardous waste, a component poses a health or physical hazard to workers (1% hazardous chemical or 0.1% carcinogen). Consumer products purchased in an industrial strength that are not normally purchased by the general public shall be tracked. (This is draft comment from revised draft LIR).</li> </ul> </li> </ul>

Activity	Hazard	Control
Use of appliances, space heaters, and office equipment	➤ Electrical shocks or fire hazards	<ul style="list-style-type: none"> <li>• Keep areas around outlets and other power supplies clear of obstructions.</li> <li>• Unplug space heaters when not in use</li> <li>• Avoid running extension cords where they may be damaged by foot traffic or furniture.</li> <li>• Do not use deteriorated or frayed equipment.</li> <li>• Avoid spilling beverages on computer equipment (this can cause shortages and pose a shock hazard).</li> <li>• Disconnect appliances by the plug – do not yank the cord.</li> <li>• Do not attempt to repair or unjam equipment if it is still fed by an energy source</li> <li>• Do not overload electrical outlets. Do not “daisy chain” extension cords and “Fat Phobes” together.</li> <li>• Unplug any office machine that sparks, smokes, or delivers an electrical shock. Have it inspected by appropriate repair personnel.</li> <li>• Keep fingers away from moving and/or sharp parts when using hole punchers, paper cutters, etc.</li> <li>• Use only UL-listed space heaters equipped with automatic shutoff devices that will activate if the heater tips over.</li> <li>• Plug space heaters directly into a wall receptacle. Do not plug into a multiple outlet strip.</li> <li>• Keep areas around space heaters, coffeepots and other appliances free of combustible material.</li> <li>• Locate coffeepots and other electrical devices so that they are far enough away from sinks to prevent an energized appliance from falling into or being placed in the sink.</li> <li>• Jewelry, long hair and clothing must be kept clear of moving parts or office equipment (e.g. shredders).</li> </ul>
Working in office areas/buildings	<p>➤ Contaminants introduced into office areas from indoor/outdoor sources</p> <p>➤ Motor vehicle exhaust, building exhausts can enter through poorly located air intake vents, windows and other openings.</p>	<ul style="list-style-type: none"> <li>• Removal or modification of the pollutant source. Prohibit motor vehicles from leaving engine running and/or near building openings</li> </ul>

## WORK ACTIVITIES/HAZARDS/CONTROLS:

Activity	Hazard	Control
Working in office areas/buildings	<ul style="list-style-type: none"> <li>➤ Building/office furnishings such as adhesives, upholstery, carpeting, can emit low levels of contaminants, especially when newly installed.</li> <li>➤ Rodents, rodent droppings, or other pest control problems.</li> </ul>	<p>.</p> <ul style="list-style-type: none"> <li>• Increase ventilation rates in the building or office area.</li> <li>• Do not handle dead rodents or droppings. Contact the Building Manager or Facility Manager for assistance.</li> </ul>

## KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO UTILIZE TIME CONTROLS AND PERFORM THE WORK SAFELY:

Those specified by job requirements and the P-FM Training and Qualification Program.

### TRAINING:

Required Training:

Hazard Communication. A live course and a self-study course is available from the ES&H Training Group (ESH-13), White Rock Training Center. Site specific training is given when new hazards are introduced.

### Recommended Training

- ⇒ **Ergonomics for the Office Worker.** This live course is available every two weeks from the ES&H Training Group (ESH-13), White Rock Training Center.
- ⇒ **Back-Wise.** This self-study course, also available at ESH-13, provides basic back care information in segments on back basics, risk factors, and preventive strategies.
- ⇒ **Ergonomic Risk Assessment.** Trains workstation users to recognize risk factors by the use of a scoring tool. Contact ESH-5 at 667-5231.

**Ergo Knowledge.** This computer-based course provides information on proper adjustment of the workstation to prevent disabling injuries related to office work. This training covers risk factors, body awareness, symptom reporting, and resources. (1 hour).

**Contact: ESH-13 at 667-0059 to register.**

## PROTECT THE ENVIRONMENT BY OFFICE WASTE MINIMIZATION PRACTICES

The following are recommendations for office waste minimization:

- Buy supplies in recycled and recyclable packages.
- Use the most concentrated form in the smallest package.
- Avoid products that are packaged with excess material.
- Substitute reusable for disposable goods such as permanent tape dispensers in place of throwaways and chalkboards and chalk instead of easels and pens.
- Substitute water-based marking pens for those containing harmful solvents.
- Use an air gun (connected to a compressed air source) in place of spray cans containing Freon.
- Use ceramic coffee cups it reduces the use of paper and Styrofoam.
- Use plain unbleached paper products (Chlorine bleaching produces dioxin. Printed designs use many chemicals).
- Use print preview feature of your software to review layout rather than paper copies that will be thrown away.
- Make copies double sided or reduced size to minimize paper use.
- Recycle paper (white and colored separately) and aluminum cans.
- Offer your excess material to others in your group or building before throwing away.
- Encourage your group to provide storage space for reusable goods such as collapsible packing boxes.
- Use electronic mail or group bulletin boards to replace paper memo distributions.
- Make a dated distribution list or set up a library for journals and magazines of interest and order only one copy for your group.



- Return unneeded mailings to sender with note to remove your name from the distribution list (This includes Laboratory distributions and commercial mailings).
- Turn off equipment such as printers, computers, and copiers when not in use especially in warm weather. (This reduces heat loading and costs to cool a space).
- Reduce electricity costs by eliminating sources of moisture in refrigerators and defrost when ice builds up to ¼ inch.
- Use oscillating or box window fans which cost 1/10 as much to operate as air conditioners.
- Adjust thermostats, when possible, rather than open doors and windows and have the heating or cooling system fight the influx of outside air.

**Worker Acknowledgement:**

I have read and understand this Hazard Control Plan:

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